

# Social Security

## Payment of Benefits and Pensions into an Account

All Social Security benefits and pensions can be paid by credit transfer.

Please read the following notes before filling in this form.

### What types of account can be used?

The account can be:

- a bank cheque or deposit account (but not a mortgage account);
- a National Savings and Investments (NS&I), investment account (but not an ordinary account);  
or
- a building society cheque or savings account (but not a mortgage account).

The account may be:

- in the name of the beneficiary, the beneficiary's spouse or partner, or a person authorised to receive benefit or act on behalf of the beneficiary; or
- in the joint names of the beneficiary and spouse, or the beneficiary and a person authorised to receive benefit or act on behalf of the beneficiary.

We can only pay benefits/pensions into **one bank account**, if you are already receiving benefit/pension by credit transfer we will have to use the same account for all your benefits/pension.

Once you select to be paid benefits/pension by credit transfer then **all** benefits/pension that you receive will be paid by credit transfer.

**Please note:** where the account is in a name other than the beneficiary's, this form should be signed by the beneficiary or a person authorised to receive benefit or act on behalf of the beneficiary.



The Treasury

*Yn Tashtey*

Form ACT1 July 2023

## How often are the payments made?

You can request that all the social security benefits or pensions that you receive are paid weekly.

Alternatively you can request that you are paid either fortnightly or every four weeks depending on what type of benefit/pension you receive.

## If the wrong amount is paid

Please check the amount on your account statement or with your bank or building society. If you think you have been paid the wrong amount tell us straightaway.

If the wrong amount is paid into your account, whatever the reason, this is what happens:

- If not enough money is paid into your account we will add the money we owe onto the next payment, or we may make a special payment.
- If too much money is paid into your account, because of the way the credit transfer system works, you will have to pay the extra money back. For example, if you give us some information which means you are entitled to less money, but we do not have time to change the amount paid into your account, you will have to pay back the money you are not entitled to.

## Change in circumstances

If you are submitting this application together with a claim to a benefit or allowance you will be sent a set of notes that tell you the conditions you must meet for being paid when the benefit is awarded. The notes also set out the changes in circumstances you must tell us about.

If you are in receipt of a benefit or allowance you will already possess these details. If you have lost or mislaid them please telephone the relevant benefit/pension team to obtain a copy.

All calls to and from Social Security are recorded for the benefit of our customers and staff to assist in the provision of service standards and to prevent any potential disputes.

**If you think there is something we might need to know, but are unsure, tell us anyway.**

## How to apply for payment into an account

- Complete the attached application form.
- If you need any other help in completing the application form, please ask at a Social Security office.
- When completed send it to the address given on the bottom of the form.

# Social Security

## Application for payment of Social Security benefits and pensions by Credit Transfer

### How to complete the form

- Please complete the form in CAPITAL LETTERS
- Complete all parts

### Part 1 About you

Title (Mr/Mrs/Miss/Ms/Other)	<input type="text"/>
Surname	<input type="text"/>
First names	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Date of birth	<input type="text"/>
National Insurance (NI) Number (if you know it)	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>

### Part 2 Please tick how often you wish to be paid by credit transfer

The following benefits can be paid weekly or every four weeks:

Attendance Allowance, Bereavement Benefits, Child Benefit, Disability Living Allowance, Guardian's Allowance, Income Support (Pensioners), Industrial Disablement Benefit, State Pension and Widow's Pension.

How often do you want to be paid?

Weekly

Every four weeks

The following benefits can be paid weekly or fortnightly:

Adoption Allowance, Carer's Allowance, Employed Person's Allowance, Incapacity Benefit, Income Support (under State Pension Age), Jobseeker's Allowance and Maternity Allowance.

How often do you want to be paid?

Weekly

Fortnightly



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**Part 3****Where the monies are to go**

What name or names is the account in?

The account can be:

- a bank cheque or deposit account (but not a mortgage account)
- a National Savings and Investments (NS&I) investment account (but not an ordinary account)
- a building society cheque or savings account (but not a mortgage account)

Please tell us which account you want your benefit/pension paid into

Name of bank or building society

Branch name

Sort code number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number

Type of account, e.g., deposit, current etc.

**Part 4****How the Treasury collects and uses information**

To find out more about how we use information, contact any of our offices or visit our [Social Security Division privacy notice](#) page on the gov.im website.

**Part 5****Declaration****Please read and sign below**

- I wish to be paid the benefits/pension to which I am entitled to as instructed above.
- I have read and understood this form.
- I understand that I am responsible for informing the Social Security Division of any changes in circumstances which may affect entitlement.
- I also understand that all overpayments of benefit will be repayable to the Social Security Division and I agree to repay any overpayments which are repayable.

**Signature**

**Date**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Please complete this section if you have signed on behalf of someone else.**

**Your name**

**Address**

**Postcode**

**Part 6****What to do now**

Please send the completed form to the following address:

The Treasury  
 Social Security Division  
 Markwell House  
 Market Street  
 Douglas  
 Isle of Man  
 IM1 2RZ